



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Public Health Nurse

FLSA: E

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs professional nursing care of considerable difficulty in public health programs; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans and implements specialty programs.
- Manages nursing programs for public health throughout the health district for detection, prevention and control of disease.
- Schedules and conducts clinics for the delivery of public health services.
- Assesses clients' health status, develops and implements a regimen of health care with prescribed treatments for the prevention, cure and control of communicable diseases.
- Performs direct nursing services for clients such as providing health information, dispensing medications, taking health histories, making referrals for services, documenting care provided, makes site visits, quarantines when necessary, and assists patients with pap smears, pregnancy testing and contraceptives.
- Administers and tracks doses of vaccines to children and adults; monitors handling and storage of vaccines.
- Provides training to block grant organizations, schools and to doctors' office staff regarding injury prevention and communicable diseases, their prevention and control. Collaborates with physicians in case management.
- Conducts investigations for communicable disease outbreaks such as TB, measles and HepB.
- Counsels and educates regarding sexually transmitted diseases including HIV; collects samples for laboratory testing; refers clients to other health care providers; reports health status and regimens of treatment; and conducts training for staff and area schools.
- Communicates by phone, email, charting, and through reports of nursing activities and patient progress. Communicates with ADHS regarding County residents, their diseases, and physician care.
- Prepares records and reports of services delivered, observations of disease and health status.
- Monitors contracted services; provides training and guidance to these individuals.

Knowledge and Skills:

- Knowledge of techniques and methods, principles and practices of nursing.
- Knowledge of community resources for appropriate referrals.
- Knowledge of principles and practices of supervision.
- Skill in the use of medical instruments and laboratory equipment.
- Skill in physical health assessment.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

Graduation from a National League of Nurses approved school; AND three years of nursing experience; AND Current State of Arizona license as a registered nurse; AND a valid driver's license;